

~~SECRET~~

VEHICLES - Administrative and Operational:

25X1A

1. Receives requests for administrative and operational vehicles, new or replacement.
2. Refers to Country Desk to determine if the vehicle was provided for in the appropriate project or if the project must be amended to provide for the purchase or replacement - if not provided for, the Country Desk initiates an amendment.
3. Coordinates with Office of Logistics, through Area Coordinator, to obtain Logistics approval for the purchase and for records purposes.

On unauthorized vehicles, contacts DD/P/Admin. for approval to make the purchase.

4. Having obtained the above approvals, notifies the Field to proceed with the purchase - policy now dictates the use of foreign cars instead of US makes where practical.

25X1A6a

NB: [REDACTED] by current policy, is authorized to make automatic replacements, within limitations laid down by this office, and provided this office approves disposal of old vehicle.

5. Receives Vehicle Titles from Field and turns them over to Office of Logistics who maintain all vehicle records and accountability.

~~SECRET~~